

MODEL RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, TO ESTABLISH AN ADVISORY COMMITTEE WHICH SHALL BE NAMED THE **[\*\*NAME OF COMMITTEE\*\*]** AND WHICH SHALL OPERATE AND FUNCTION AS A **[\*\*FOCUS GROUP or DECISION MAKING COMMITTEE\*\*]**.**

**WHEREAS**, the Board of County Commissioners of Leon County, Florida (the Board) recognizes and acknowledges the importance of public involvement and input in County government; and

**WHEREAS**, in order for the Board to consider the input of the public in the matter of **[\*\*briefly describe the matter in which the committee will be involved\*\*]**, it wishes to establish and appoint an advisory committee to function and operate in accordance with Board Policy No. \_\_\_\_\_, Board-Appointed Advisory Committees: Establishment, Appointment, Function, Operation, and Dissolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, that:**

1. The Board hereby establishes an advisory committee, to be named the **[\*\*name of committee\*\*]**, for the purpose of **[\*\*briefly describe the purpose of the committee\*\*]**.
2. The **[\*\*name of committee\*\*]** shall function and operate as a **[\*\*Focus Group or Decision Making Committee\*\*]** in accordance with Board Policy No. \_\_\_\_\_, Board-Appointed Advisory Committees: Establishment, Appointment, Function, Operation, and Dissolution.

3. The **[\*\*name of committee\*\*]** shall have as its goal to **[\*\*briefly describe the**

goal of the committee\*\*].

4. The **[\*\*name of committee\*\*]** shall be charged with the responsibility of giving input to **[\*\*staff (if Focus Group) or the Board (if Decision Making Committee)\*\*]** as follows: **[\*\*describe in detail what the responsibility of the advisory committee will be; for example, if it is a Focus Group it will be giving its collective input to staff on various matters; if it is a Decision Making Committee it will be making a final recommendation to the Board in the form of a written report, oral presentation, or other means\*\*]**.

5. The **[\*\*name of committee\*\*]** shall have **[\*\*number of members\*\*]** members to be appointed as follows: **[\*\*describe the manner in which the members will be appointed\*\*]**.

6. The members of the **[\*\*name of committee\*\*]** **[\*\*shall or shall not\*\*]** be subject to full and public disclosure of financial interests.

7. The **[\*\*name of committee\*\*]** shall be assisted by staff from the **[\*\*name of department from which the Staff Support Person will be assigned\*\*]**.

8. The **[\*\*name of committee\*\*]** shall be dissolved only as follows: **[\*\*identify a date or an occurrence of an event (such as the completion of the responsibilities of the committee) after which the committee will be dissolved or, if there is no such date or event, enter "Upon direction of the Board"\*\*]**.

9. This resolution shall become effective immediately upon its adoption.

**DONE, ADOPTED, AND PASSED** by the Board of County Commissioners of Leon  
County, Florida, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

LEON COUNTY, FLORIDA

ATTESTED BY:

BY: \_\_\_\_\_  
Bob Inzer  
Clerk of the Circuit Court

BY: \_\_\_\_\_  
\_\_\_\_\_, Chairman  
Board of County Commissioners

APPROVED AS TO FORM:  
Leon County Attorney's Office  
Leon County, Florida

BY: \_\_\_\_\_  
Herbert W. A. Thiele  
County Attorney